

Chief Executive Office

CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

PROGRAM SPECIALIST II, CEO

(Immediate opening in the Children and Families' Well-Being Cluster)

The Chief Executive Office is seeking a highly motivated and well-qualified individual for the position of Program Specialist II, CEO in the Children and Families' Well-Being (CFWB) Cluster. The CFWB Cluster includes the Department of Children and Family Services, Child Support Services, Community and Senior Services, Public Social Services, and the Homeless Prevention Initiative. Under the direct supervision of the Manager, CEO, this position will provide staff support in the coordination, preparation, and analysis of the budget, policy issues, programmatic issues, and the operational needs for assigned department(s) as well as provide administrative support to the Manager, CEO.

Duties and Responsibilities:

- Analyzes budget requests for assigned department(s) and prepares recommendations on proposed expenditures, changes in allowances, and budget adjustments during the fiscal year;
- Prepares recommendations on contracts, policy changes and other actions referred by the Board or requested by departments to be approved by the Board of Supervisors;
- Serves as a resource person to assigned department(s) in the solution of specialized program problems, operations, and costs and revenue;
- Assists with interpreting County policies and procedures to assigned department(s) and other entities;
- Researches and develops resolution to issues raised in correspondence received by the CEO or referred by the Board of Supervisors;
- Communicates analysis and recommendations orally, in writing, or through graphic representations and statistical summaries to obtain the concurrence of superiors;
- Assists or leads in the coordination of special projects and the development of timelines and goals;
- Assists in the conducting of management audits; reviewing departmental organization, policy, systems, procedures, and management studies.

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Chief Executive Office – Career Transfer Opportunity

Program Specialist II, CEO

Page 2 of 2

Desirable Qualifications:

- Graduate from an accredited four-year college or university with a Bachelor's Degree in Economics, Accounting, Finance, Business Administration, Public Administration or a closely related field;
- Strong knowledge of the application of budget principles for public entities and the laws and regulations governing the financial operations of a local governmental agency;
- Experience in preparing projections of salaries and employee benefits, direct services, and services and supplies;
- Good working knowledge of the County's budget and fiscal procedures;
- Accounting background sufficient to effectively manage essential budget and financial data.

Position Requirements:

Must currently hold the payroll title of Program Specialist II, CEO or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

Who to Contact:

Interested individuals should submit a resumé detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Materials should be received no later than **Tuesday, August 6, 2013** and sent to:

Chief Executive Office
Human Resources Section
500 West Temple Street, Room 785
Los Angeles, CA 90012
Attention: Kimberly Arias
karias@ceo.lacounty.gov

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION